

JOB DESCRIPTION

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| Job Title: | <i>Health and Safety Advisor</i> |
| Directorate/Team: | Property |
| Reporting to: | Health, Safety & Risk Business Partner |
| Direct reports: | None |

MAIN WORKING CONTACTS

| | |
|----------|---|
| Internal | Health, Safety and Risk Business Partner, Facilities Manager, Asset Managers, Estates Manager, Volunteering Manager, Venues Manager and Venues Staff |
| External | Outsourced FM service providers such as Savills, S2 Partnership employees (Incident reporting system and compliance inspections), IHASCO employees (training provider), External bodies such as Insurers, Enforcing authorities, e.g. HSE, Fire Authorities |

JOB SUMMARY

To be a member of the Property team who are responsible for the active management of the Letchworth Garden City Estate. The overriding focus of the team is to efficiently steward and proactively manage the Foundation's property assets to generate income, enhance value, provide excellent operational facilities and to ensure the estate is maintained to a high standard. The team is also central to the promotion of the Garden City and its economic growth and the delivery of the Foundations charitable objectives.

The role also extends across the whole Foundation and will have an important input and responsibility for health and safety and risk management of wider functions and activities of the organisation.

Supporting the development, implementation, management and reviewing of the Health and Safety Strategy, Policy, objectives and Processes.

Responsible for providing advice and support to all departments in Health, Safety and Welfare.

Carry out incident investigations including, accidents, property damage and near misses. To include gathering all available evidence, recording on incident reporting system and establishing the root cause to prevent a reoccurrence.

Support and give day to day guidance to Facilities manager, who holds responsibility for the statutory compliance, maintenance and security of the Foundations six operational properties. To include support and advice on completing actions from statutory compliance inspections.

Support and give day to day guidance to Venue, Site, Estate and Asset Managers with specific duty holder responsibilities with regards to compliance and risk matters such as assisting with and the preparation of checking and approving risk assessments and project work.

Assist with collecting and managing performance data and information to deliver performance information to line manager.

Conduct regular safety inspections of Venues and support and coach employees to achieve health and safety KPI's. Support the development of a positive safety culture.

Support continuous improvement of H&S performance of Letchworth Garden City Heritage Foundation and all outsourced service providers.

Liaise with external bodies (Insurers, HSE, Local Fire Authorities and other Enforcing authorities) as required and assist with making all Statutory Notifications.

Assist with the selection process of external contractors and consultants to carry out necessary tasks. Ensure contractor H&S validation documents are monitored on Fixflo and any necessary RAMS are validated.

Assist with ensuring that a program of mandatory H&S training is provided to all employees and that training is completed. Support HR in the implementation of the system and extracting data.

Assist with organising, preparing and chairing of quarterly H&S Forum Meetings.

KEY RESPONSIBILITIES

| Responsibility | Deliverable / outcome |
|---|--|
| <i>Conduct safety inspections on LGCHF Venues</i> | <ul style="list-style-type: none"> • <i>Produce safety inspections reports on Riskwise and allocate actions.</i> • <i>Ensure actions are completed within designated timeframe.</i> • <i>Coach and train staff to improve safety inspection scores to meet KPI's.</i> |
| <i>Carry out incident investigations</i> | <ul style="list-style-type: none"> • <i>Gather and record all evidence on Riskwise from investigations.</i> • <i>Establish root cause to prevent a reoccurrence.</i> • <i>Review and amend risk assessment to include any new control measures required and train out.</i> |
| <i>Support FM manager, Estate manager and asset managers to achieve 100% compliance in respective property portfolios</i> | <ul style="list-style-type: none"> • <i>Support to achieve 100% compliance at all times across all property portfolios, ensuring critical and non-critical compliance inspections and associated actions are completed with timeframes.</i> |
| <i>Conduct assurance checks on all property portfolios</i> | <ul style="list-style-type: none"> • <i>Ensure compliance checks are completed and logged.</i> • <i>All follow up actions are logged and any shortfalls/actions completed with portfolio managers/ outsourced FM providers.</i> • <i>Measures put in place to prevent a reoccurrence.</i> |
| <i>Support venues manager and direct reports in providing day to day Health, Safety and Welfare advice</i> | <ul style="list-style-type: none"> • <i>Regular meetings with venues manager.</i> • <i>Support with any ad hoc risk assessments as required.</i> |

OTHER DUTIES

To proactively review and evaluate own performance, identifying and acting upon areas for improvement and development.

To adhere to the Foundation's policies and procedures.

To undertake any other duties consistent with the role and/or reasonably required by the Foundation.

Anything more broadly required e.g.: willingness and ability to work outside of normal office hours on occasion / willingness to work flexibly in response to changing organisational requirements

PERSON SPECIFICATION

EXPERIENCE & TRACK RECORD

- Experience of a minimum of 2 years in a similar Health, Safety and Environmental adviser role
- H&S Knowledge- Understanding and awareness of H&S law, H&S principles, procedures & Property compliance experience
- IT Literacy- Strong IT literacy, including SharePoint, O365 and an ability to learn new systems quickly (RiskWise Compliance Reporting System)
- Excellent communication skills- able to persuade and convince others where necessary to achieve desired outputs through motivating and coaching people
- Understanding of risk management and analytics
- Training- experience in training and coaching in all aspects of Health and Safety

SKILLS, KNOWLEDGE AND QUALIFICATIONS

- NEBOSH Certificate Level 3
- TECH IOSH minimum
- Knowledge of Food Hygiene legislation, Animal Welfare and Property Compliance desirable

VALUES AND COMPETENCIES

Values

Collaborative
Supportive
Inclusive
Evidence based
Impactful

Competencies

Communicating
Taking Responsibility
Inspires & Empowers Others/Leading Others
Managing Relationships